

Satisfactory Academic Progress Policy

Is consistently applied to all students enrolled at Capri Beauty College in a NACCAS approved program and scheduled for a particular category of attendance (part-time/full-time). It is available online and printed in the Official School Catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the U.S. Department of Education.

Evaluation Periods & Total Length Measured in Clock Hours & Weeks

Corresponding Academic Year for each program is defined as 900 clock hours. Students are evaluated for Satisfactory Academic Progress using actual hours with the following requirements: 80% attendance average and a 75% academic average.

Program Name	1	2	3
Cosmetology	450 Hrs. 13 Weeks	900 Hrs. 26 Weeks	1200 Hrs. 34 Weeks
Teacher Training	450 Hrs. 14 Weeks	900 Hrs. 28 Weeks	
Teacher Training (Short Course)	250 Hrs. 11 Weeks		

Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students will be notified of any evaluation period that impacts the student's eligibility for federal financial aid. Informal Evaluations may be conducted throughout the program to identify at-risk students. Evaluations are completed within seven School business days following the established evaluation periods. Evaluations are signed and dated by the student and Administration. Access to progress evaluations are available, upon request, through the Financial Aid Office.

Attendance Progress Evaluations

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Interruptions (LOA)

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

Maximum Time Frame

The time frame in which a student must complete the program may not be more than 125% of the published length of the program, based on 80% attendance schedule measured in clock hours completed. The periods during which a student doesn't receive Title IV aid will be counted toward maximum timeframe. Students who are unable to complete within the maximum timeframe are not eligible for Title IV funds. Students who exceed the maximum timeframe must go on a cash pay basis or terminate.

Course	Maximum Time Allowed	
	Weeks	Scheduled Hours
• Cosmetology (FT 35 hrs./wk.) - 1500	53.5	1875
• Cosmetology (FT 30 hrs./wk.) - 1500	62.5	1875
• Cosmetology (PT 20.5 hrs./wk.) - 1500	91	1875
• Cosmetology (PT 19.5 hrs./wk.) - 1500	96	1875
• Cosmetology (PT 19 hrs./wk.) – 1500	99	1875
• Teacher Training (FT 32.5 hrs./wk.) - 1000	38	1250
• Teacher Training (FT 30 hrs./wk.) – 1000	42	1250
• Teacher Training (PT 19.5 hrs./wk.) – 1000	64	1250
• Teacher Training (Short Course) (PT 19.5 hrs./wk.) – 500	32	625

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be based on 80% of the scheduled contracted hours.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each level. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it must be repeated if the overall grade point average is less than 75%. Three comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to set procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain an overall grade point average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed final exam tests and incomplete assignments that are required. Numerical grades are considered according to the following scale: 95%-100% High Honors, 90-94% Honors, 85-89% Above Average, 75-84% Average, below 75% Unsatisfactory.

Determination and Notification of Progress Status

All periods of enrollment count toward SAP (Fall, Winter, Spring, and Summer), including periods when a student does not receive Title IV aid. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive written notification of Progress Status (Pass or Fail) from a school official at the end of each evaluation period where they will sign a paper copy of their SAP Evaluation Form and receive a hard-copy of the Progress Report that was used to determine Satisfactory Progress at the time of each of the evaluation. Capri maintains both SAP Evaluation Form and Report Card on file as verification of student receipt. Students deemed not maintaining SAP will be informed of actions required and may have their Title IV Funding interrupted or terminated, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

The status of warning lasts one evaluation period only and does not require action (such as an appeal) by the student. Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation period. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students who fail to meet the minimum requirements for satisfactory academic progress in attendance and academic progress after the Financial Aid Warning period, the student will be placed on probation, if the student appeals the decision, prior to being placed on probation and prevails upon appeal, the student will be considered to be making satisfactory academic progress during the probationary period.

Additionally, only students who have the ability to meet satisfactory academic progress policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period or the institution develops an academic plan for the

student that, if followed, will ensure that the student is able to meet the institution’s satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or set forth by the academic plan, the student will be determined as “Not” making satisfactory academic progress, and *if applicable*, the student will not be deemed eligible to receive Title IV funds.

Appeal Procedure

A student may appeal the Financial Aid ineligible decision if the student has a reason for not making satisfactory progress and if the student can document that the circumstances that caused the unsatisfactory academic progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A student has ten (10) school days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory academic progress determination. The student must submit a written appeal to the Director of Federal Student Aid on the designated schools Appeal Form (17C) describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve satisfactory academic progress by the next evaluation point.

The reasons for which a student may appeal a negative progress determination include death of a relative, an injury or illness of the student, a student’s disability, or any other allowable special or mitigating circumstances.

The Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student’s file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, *if applicable*.

If the appeal is granted the student will be placed on Financial Aid Probation for one evaluation period. If the student has not met academic and/or attendance requirements for two (2) consecutive evaluation periods, for example 450 to 900 actual hours evaluations; and the appeal is denied, the student will be determined as not making satisfactory progress and may be terminated.

Example: Two Consecutive Failed Evaluation Periods and Outcomes

450 Hrs.	450-900 Hrs.	900 Hrs.	900-1200 Hrs.	1200 Hrs.
Fail SAP FA Warning	FA Warning Period Remain Title IV Eligible for this Evaluation Period	Fail SAP FA Probation Title IV Ineligible Without Successful Appeal	FA Probation Period With Successful Appeal Remain Title IV Eligible for this Evaluation Period	Fail SAP Title IV Ineligible

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and eligibility for Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the *warning* or *probation* period.

Withdrawals

A student who withdraws prior to completion of the course and wishes to re-enter the institution will re-enter in the same progress status as when they left. Time elapsed between enrollment periods will reduce the number of months allowed during the grace period for repayment of Direct Student Loans

Course Incompletes, Repetitions, and Noncredit Remedial Courses

Course Incompletes, Repetitions and Noncredit Remedial Courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

Transfer Students & Satisfactory Academic Progress

With regard to Satisfactory Academic Progress, transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the school.